SPEEN CHURCH OF ENGLAND SCHOOL

MOBILE PHONE POLICY

Issued: September 2025

Next Review: September 2027

THEN CHRIST WILL MAKE HIS HOME IN YOUR HEARTS
AS YOU TRUST IN HIM. YOUR ROOTS WILL GROW
DOWN INTO GOD'S LOVE AND KEEP YOU STRONG.

– EPHESIANS 3:17 (NLT)

Introduction and Aims

At Speen CofE School, the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- This policy should also be read in relation to the following documentation:
  - Safeguarding Children Policy
  - Anti-Bullying Policy
  - Code of conduct

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

This policy has been updated to reflect the Department for Education's guidance (January 2026) that schools should be mobile phone-free environments throughout the school day, including lessons, breaktimes and lunchtime. This approach supports pupil behaviour, wellbeing, focus and safety.

Roles and responsibilities

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The head teacher is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

Code of conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse
- know how to minimise risk
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- understand the need for professional boundaries and clear guidance regarding acceptable use
- are responsible for self-moderation of their own behaviours
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- are aware of the importance of reporting concerns promptly

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users:

Use of mobile phones by staff

Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number (01494 488321) as a point of emergency contact.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).

- Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- Where parents are accompanying trips they are informed not to make contact with other parents(via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

Use of mobile phones by pupils

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others.

Therefore:

- Pupils are not permitted to have mobile phones at school or on trips.
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day.
- Where mobile phones are used in or out of school to bully or intimidate others, then the head teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' – please refer to our Anti-Bullying Policy.
- Any breach should be addressed through the behaviour policy. Confiscation may be applied proportionately for breaches of the policy. When confiscation occurs, clear timescales for return and communication with parents must be outlined. Confiscation must align with the school's behaviour policy and legal requirements.

Use of mobile phones by governors, contractors, volunteers and visitors

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

Use of mobile phones by parents

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.
This means:

- When attending school events as a spectator we allow parents to photograph or video events such as shows or sports days using their mobile phones – but insist that parents do not publish images (e.g., on social networking sites) that include any children other than their own.
- Using any photographs or recordings for personal use only, and not posting on social media without consent.
- Not using phones in lessons, or when working with pupils.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to contact other parents.
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil.

The school will clearly communicate the mobile phone policy to parents/carers annually, outlining expectations, reasons for the policy, and the process if contact is needed during the school day (e.g., via the school office). Parents should reinforce the policy at home.

Reasonable Adjustments and SEN/Medical Need

Reasonable adjustments will be made for pupils who require access to their mobile phone due to medical conditions (for example, monitoring health equipment), caring responsibilities, or other protected needs under the Equality Act 2010. These adjustments must be documented and agreed with senior leaders.

Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

Monitoring and Evaluation

This policy will be updated in line with any new developments in the school and/or any new government guidance. Ofsted and other regulatory bodies will scrutinise the implementation of this policy as part of behaviour and safeguarding inspections

Appendix 1: Template mobile phone information slip for visitors

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds.
- Please do not use phones where pupils are present. If you must use your phone, you may go to the school office.
- Do not take photos or recordings of pupils or staff.
- Do not use your phone in lessons, or when working with pupils.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.